SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Assistant to Prosecuting Attorney
Date: June 2013

Reports to: Prosecuting Attorney
Department: Prosecuting Attorney

FLSA Status: Nonexempt
Positions Supervised: none

BASIC FUNCTION: Serves as the confidential legal secretary to the prosecuting attorney and the civil deputy prosecuting attorney. Provides clerical and secretarial assistance to assure that the work is completed in a timely, efficient and accurate manner. Serves as the only confidential secretary in the office to provide assistance to the attorneys on labor relations matters. The person in this position serves at the pleasure of the prosecuting attorney. Works closely with and coordinates work with other county staff, including elected officials, department heads, officials from government agencies and other offices in the justice system in the cooperative environment of a small legal office.

MINIMUM QUALIFICATIONS: High School Diploma or equivalent, and five years progressively responsible legal secretarial work experience in modern law office. Requires notary public license, valid Washington State driver's license. Advanced knowledge of word processing and basic knowledge of spreadsheet programs. Types with accuracy at 80 words per minute. Excellent written and verbal communication skills. Must have exceptional administrative and organizational skills, be detail oriented, have the ability to multi-task and handle pressure under tight deadlines. Requires ability to learn and understand the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC).

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Types and prepares memoranda, reports and legal documents from handwritten notes, taped dictation and computer disks including matters related to labor issues. Lays out documents to assure documents are consistently prepared and completed in accordance with format rules of this office, superior court, appeals court or administrative agency. Proofreads and edits documents for spelling, grammar and usage, and recommends changes to author.

*2. Opens mail, date stamps and reviews for deadlines, and logs significant names and events in computerized and physical calendars including labor-related matters. Uses discretion to determine if attorney needs to see documents immediately.

*3. Arranges for filing and service of documents which require knowledge of all state and federal courts' filing and service rules, filing fees, verification and copy requirements. Where mailing and service is not accomplished personally, provides instructions to process servers, sheriff officers, and others. May coordinate with court clerks and administrators, and board clerks of various boards (Growth Boards, Shorelines Hearings Board, Board of Tax Appeals, County Council, etc.)

*4. Opens, maintains, organizes, and closes physical files and computerized records.

*5. Composes, maintains, organizes, and closes physical files and computerized records.
Position Title: Assistant to the PA

Page 2

*6. Prepares and maintains contract, resolution and ordinance forms.
*7. Maintains list of contracts coming in for signature and returning contracts to originating departments.
*8. Maintains electronic and manual calendars of appointments for attorneys, including meetings, hearings and document deadlines.
*10. Reviews and sometimes approves payroll submittal and prepare as necessary for delivery to Auditor.
*11. Exclusive staff assistant for all prosecuting attorney work involving personnel and labor relations including issues among management, between management and employees and labor negotiations. Includes preparation of correspondence, memoranda, and other documents related to legal advice given by attorney regarding county employment matters, collective bargaining, and other issues affecting bargaining unit personnel. Opens, maintains, organizes, and closes physical files and computerized records of files pertaining to labor and employment issues.
*12. Orders supplies, equipment and publications as needed.
*13. Opens and maintains coroner files for all deaths occurring in the county, using EDRS and METS software. In absence of prosecuting attorney or deputy prosecutor, may coordinate action with respect to remains with prosecuting attorney, sheriff, funeral home, family and pathologist. Maintains coroner forms.
*14. Prepares bi-annual report to state for autopsies performed during the year.
*15. Petty cash custodian for petty cash, checking and credit card accounts.
*16. Maintains list and keeps track of public records requests responded to in prosecuting attorney’s office.
*17. Liaison with Code Publishing for codification of county ordinances and resolutions.
*18. Responsible for annual inventory of equipment in prosecuting attorney’s office.
*19. Assists prosecuting attorney in periodic civil litigation report to county council and state auditors.
*20. Updates the prosecuting attorney’s web page.
*21. Assists in training new employees in office and legal procedures and policies. May perform backup for other staff positions in the office as work load requires.
*22. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

23. Performs other duties as required under direction of prosecuting attorney and deputy prosecuting attorney.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects up to 20 pounds and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position
frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and receive and understand written and oral communications and give written and oral instruction. The employee should be able to identify visitors and respond appropriately to visitors who are intoxicated or confrontational.

<table>
<thead>
<tr>
<th>EQUIPMENT REQUIREMENTS</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment/Tool</td>
<td># of Hours</td>
</tr>
<tr>
<td>Telephone</td>
<td>4</td>
</tr>
<tr>
<td>Copy machine</td>
<td>1</td>
</tr>
<tr>
<td>Fax</td>
<td>&lt;1</td>
</tr>
<tr>
<td>Computer</td>
<td>8</td>
</tr>
<tr>
<td>Dictaphone</td>
<td>&lt;1</td>
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**WORKING CONDITIONS:** Work is performed in the usual office environment. Work requires occasional attendance at meetings in and out of the county. Requires ability to travel by car, boat and small plane.